



JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625



**THIS JOB OPPORTUNITY IS OPEN TO INTERESTED INDIVIDUALS WHO MEET THE
STATED REQUIREMENTS**

(X) Department Posting

Issue Date: November 29, 2013

(X) State Posting

Posting No. 263-13

TITLE: Clerk Typist **SALARY:** \$26,379.86 - \$36,521.42

LOCATION: Classification Unit, Central Reception and Assignment Facility, Trenton NJ

JOB DESCRIPTION:

Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE: PLEASE INCLUDE TITLE AND POSTING NUMBER IN COVER LETTER. TO BE
CONSIDERED, RESUMES MUST BE POSTMARKED NO LATER THAN DECEMBER 13, 2013.**

Forward Resume To:

Donna Eberle, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625

**Emailed resumes should be
sent only to:**

Natalie.Jaroni@doc.state.nj.us